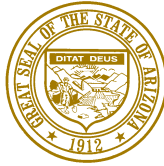


JANET NAPOLITANO
Governor




WILLIAM BELL
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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M E M O R A N D U M

TO: Agency Heads
FROM: William Bell, Director 
DATE: December 19, 2008
RE: Executive Order 2008-30 (Establishing a Meet and Confer Process)

Executive Order 2008-30 (Establishing a Meet and Confer Process for Executive Agencies of State Government) was signed by Governor Napolitano on December 17, 2008. Many members of management have subsequently received inquiries from their employees questioning how this impacts their employment.

The attachment includes frequently asked questions about this Executive Order and how it may or may not impact employees. We encourage your distribution of this additional information to your employees.

If you have additional questions, please do not hesitate to contact the Human Resources Division at 602-542-7290.

Frequently Asked Questions

Executive Order 2008-30 – Establishing a Meet and Confer Process

December 19, 2008

1. Q: What agencies are specifically affected by this Executive Order?

A: The Executive Order applies to the Governor's Cabinet Level agencies.
The following agencies are therefore affected:

Administration, Dept of	Game and Fish Dept	Racing, Dept of
Agriculture, Dept of	Gaming, Dept of	Real Estate, Dept of
AHCCCS	Governor's Office	Registrar of Contractors
Arizona State Parks	Gov't Info Technology Agency	Res. Util. Consumer Off.
AZ Office of Homeland Security	Health Services, Dept of	Revenue, Dept of
Commerce, Dept of	Housing, Dept of	School Capital Facilities Bd
Corrections, Dept of	Insurance Dept	Tourism, Office of
Economic Security, Dept Of	Juvenile Corrections, Dept of	Transportation, Dept of
Environmental Quality, Dept of	Land Department	Veterans Service Comm
Financial Institutions, Dept of	Liquor Licenses Dept	Water Resources, Dept of
Fire Building & Life Safety	Lottery Commission	Weights And Measures, Dept of
	Military Affairs (excluding the Arizona National Guard)	

If an agency is not listed above, the Executive Order does not apply to the employees of that agency.

2. Q: Will an employee be required to join an employee organization (hereafter referred to as "unions") as a result of this Executive Order?

A: No. The Executive Order does not affect an employee's decision to join a union.

3. Q: What will it cost an employee to join a union?

A: If an employee chooses to join a union, they will be required to pay the membership dues established by that particular organization.

4. Q: If a "covered" employee joins a union, will that affect their rights under the Personnel Rules?

A: No. Arizona State Service employees that are currently covered under the State Personnel Rules will retain the protections and provisions provided by the Rules regardless of their membership or non-membership in a union.

Frequently Asked Questions
Executive Order 2008-30 – Establishing a Meet and Confer Process
December 19, 2008

5. Q: If an employee joins a union, will the union be able to negotiate a larger salary for the employee?

A: No. If a union is selected to represent employees in an agency, the union will be able to meet at least quarterly with the agency director to provide the director with information on employment and personnel issues. The union will not have the ability to negotiate issues related to personnel management or compensation.

6. Q: What is the process for a union election?

A: The Arizona Department of Administration is reviewing the Executive Order and may adopt additional policies and procedures to govern the process if necessary.

7. Q: Many employees have been contacted by unions by phone or by personal visits at their residence. Did the Dept of Administration release personal information to the unions?

A: No. The release of employee information is limited to the following information pursuant to personnel rule (R2-5-105):

- Name of employee
- Date of employment
- Current and previous class titles
- Name and location of agency
- Current and previous salary
- Name of employee's supervisor

8. Q: Does union solicitation in the lobby of state buildings require a permit?

A: Yes. All solicitation activity in Arizona Department of Administration managed buildings must be reviewed and approved by the Arizona Department of Administration General Services Division prior to any event.